

Military Air Transportation Agreement

(OCT 2001)

with

(Name of Carrier)

The undersigned, an officer of the above named airline (hereinafter referred to as the carrier) agrees to the terms and conditions of this agreement as the basis for the transportation of passengers in scheduled or charter air taxi service for the Department of Defense. This Agreement is made with the understanding that the Military Agencies of the DOD are under no obligation to assign any traffic to the carrier. It shall be effective on the date signed by the Air Mobility Command and shall remain in effect until terminated in writing by either party.

(Type Name and Title of
Carrier Official)

(Signature)

Date _____

The Air Mobility Command on behalf of the Department of Defense enters into this Agreement.

Dale J. Huegen
Chief, Contract Airlift Division
Directorate of Operations

The following entries must be completed if an Agent will represent the carrier.

_____ will be represented by
(Name of Carrier)

_____ for charter service and by

_____ for group movements on scheduled
service, who is authorized to act on behalf of the carrier.

MILITARY AIR TRANSPORTATION AGREEMENT - PASSENGER

SIGNATURE PAGE

TABLE OF CONTENTS

PART I - INTRODUCTION

- What is the MATA?
- Other DOD contracts and agreements

PART II - GENERAL PROVISIONS

- Applicability
- Approval procedures
- Air carrier insurance
- Accident reporting
- Termination

PART III - ELIGIBILITY FOR MOVING DOD PASSENGERS

- Applicability
- Approval procedures
- DOD capability survey
- Security
- Compliance with regulatory/policy standards
- Operating experience
- Additional standards for Part 135 & helicopter

PART IV - AIR SAFETY

- Air carrier compliance
- Aircraft cleanliness
- Suspension/nonuse
- Installation compliance
- Personnel endangerment

PART V - PROCEDURES FOR SCHEDULED SERVICE GROUP MOVEMENTS

- Customs and practices
- Baggage/impedimenta
- Request for service
- Rate and service proposal
- Award of movement
- Payment
- Unused/lost tickets
- Cancellation charges
- Weapons
- Accident/incident reporting

PART VI - PROCEDURES FOR CHARTER AIR TAXI MOVEMENTS

- Applicability
- Movement requests
- Confirmation of arrangements
- Passenger manifest
- Quarterly reports

ATTACHMENT 1 - DOD STATEMENT OF INTENT

PART I – INTRODUCTION

The Military Air Transportation Agreement (MATA) exists to provide agreement on the terms and conditions under which a commercial air carrier may provide transportation of Department of Defense (DOD) passengers in situations not already provided for under Federal Acquisition Regulation (FAR-based) contracts.

It specifically applies to the transportation of groups of 21 or more passengers (military or civilian) routed on the scheduled services of major, national, regional, or commuter air carriers by the Air Mobility Command (AMC) or DOD travel offices. It also provides for the charter of FAA Part 135 (air taxi and helicopter) aircraft in situations that occur sporadically, are unpredictable in nature and do not warrant the creation of a binding contractual agreement. It does not bind the Government to award movements to the carrier and does not bind the carrier to offer to provide service.

The MATA may apply to movements between points within the Continental United States, Alaska, and Hawaii, or as otherwise requested by AMC. It shall become effective when approved and signed by AMC, and will remain in effect until terminated in writing by the carrier or canceled in whole or in part by AMC so long as the air carrier meets and complies with the DOD Commercial Air Carrier Quality and Safety Requirements.

The MATA does not apply to individual passengers or groups of 20 or less ticketed under the provisions of the General Services Administration (GSA) City Pairs Contract nor does it apply to aircraft chartered under the provisions of the AMC Master Solicitation, the AMC International Long Range Contract or any other binding contractual agreement.

The Department of Defense (DOD) employs various other contracts and agreements to provide for the transportation needs of DOD active duty members and civilian employees to and from official duty locations. These include (but are not limited to) the following:

GENERAL SERVICES ADMINISTRATION (GSA) City Pair Program- individuals or groups of 10 to 20 passengers traveling to/from the most frequently traveled destinations, purchase commercial scheduled service tickets at a discounted government fare. The DOD mandates the use of these fares for official travel. Air carriers with established scheduled service routes wishing to participate in this contract should contact GSA at **(703) 305-6906/7640**. For further information, carriers may access the GSA website at: **www.fss.gsa.gov/citypair**

CRAF INTERNATIONAL AIRLIFT SERVICES CONTRACTS Annual international airlift contracts that support the Civil Reserve Air Fleet (CRAF) program. These contracts include peacetime airlift services of both passenger and cargo (fixed requirements) and provide the flexibility to buy additional missions (expansion) on short notice. Expansion includes channel, humanitarian, exercise, and Special Assignment Airlift Missions (SAAMs). Carriers interested in participating in these contracts may contact **HQ AMC/DOYAI** at **(618)229-4318**. For information about CRAF participation requirements, contact **HQ AMC/DOF** at **(618)229-1751**.

MASTER SOLICITATION The Master Solicitation provides the necessary general terms and conditions for procuring domestic charters (FAA PART 121) for the Department of Defense. Individual solicitations, referencing the Master Solicitation, identify the specific requirements, which pertain to the group movement. For further information about the Master Solicitation, contact AMC/DOYAB at **(618)229-4791**.

HQ AMC/DOYAS, Support Airlift Section, procures all long term recurring commercial airlift services in the continental United States (CONUS) and Alaska. Contracts are awarded to FAA regulated large and small aircraft operators (FAR Part 121 and Part 135) to support a wide variety of DOD customers using fixed and rotary-wing aircraft. Primary contracts support the Army, Navy, ACC, AFSPACECOM, Defense Courier Service, Global Patient Movement Requirements Center, North Warning System in Canada and Greenland, and the Civil Reserve Air Fleet in CONUS and Alaska. HQ AMC/DOYAS can be reached at **(618) 229-1180**.

In order to participate in the MATA or any of the contracts listed above, the air carrier must undergo a capability survey performed by the DOD Air Carrier Survey and Analysis Office. For further information about the on-site survey process, see Part III of this agreement and the informational website at <http://public.scott.af.mil/hqamc/dob/index.htm>. The **DOD Air Carrier Survey and Analysis Office** number is **(618)229-3092**.

Communications concerning the **MATA** may be addressed to:

HQ AMC/DOYAB
ATTN: Ms. Huusko
402 Scott Drive Unit 3A1
Scott AFB IL 62225-5302
virginia.huusko@scott.af.mil

Telephone: **(618)229-4791**
Fax: (618)256-8316

PART II – GENERAL PROVISIONS

II-1. Applicability. The provisions of this part shall apply to the transportation of military traffic, whether on scheduled service or charter service.

II-2. Approval Procedures. The carrier agrees with the inspection and review procedures established in accordance with 10 USC 2640 ("Charter Air Transportation of Members of the Armed Forces"), DOD Directive 4500.53, (Department of Defense Commercial Air Transportation Quality and Safety Review Program) and 32 CFR Part 861 (Department of Defense Commercial Air Carrier Quality and Safety Review Program). (See PART III of this agreement.)

II-3. Air Carrier Insurance. The carrier agrees to maintain minimum liability insurance as required by the Department of Transportation/FAA Regulations (currently 14 CFR Part 205.5 dated 1 Jan 99) for the appropriate aircraft weight class. The carrier will verify that all policies submitted (i) contain endorsements providing for the waiver of any right of subrogation the insurer may have against the United States by reason of any payment under the policy on account of damage or injury in connection with the insured's use of any government aviation facility, or the insured's purchase of services or supplies from the United States Government; and (ii) contain such provisions as the government shall from time to time require in order to afford the government adequate protection thereunder.

II-4. Accident Reporting. In all cases where an aircraft is involved in an accident, as defined by the Federal Aviation Regulations (FAR), the carrier operating the aircraft will be responsible for insuring that notification is transmitted by the most expeditious means available to Air Mobility Command: See Part V-10 for group moves and Part VI-7 for Part 135 air taxis. Carrier should include CAM number, aircraft type and tail number, position of aircraft, number of fatalities and injuries, damage to aircraft or other property, date and time of accident, departure point and intended arrival location.

NOTE: In the event of group movements or a DOD charter, the names and extent of injury to, or the death of, military and/or Federal Government employed passengers will be withheld from the public pending notification of the next of kin by the Department of Defense.

II-5. Termination. AMC reserves the right to terminate this agreement in the event of sale or merger of the carrier, or FAA termination or voluntary surrender of an Air Carrier Certificate. Permanent suspension or nonuse as a result of action by the DOD Commercial Airlift Review Board will result in the immediate termination of this agreement. Such termination shall not affect the rights or obligations that have vested or accrued prior to the effective date of such termination.

PART III – ELIGIBILITY REQUIREMENTS FOR MOVING DOD PASSENGERS

III-1. Applicability. The DOD, in directing the movement of its personnel, is responsible for and obligated to ensure the safe travel of those personnel on commercial air carriers selected for such movement. Carriers will be selected on the basis of their capability to comply with all DOD, Department of Transportation (DOT) and Federal Aviation Administration (FAA) regulations and policies as established under Title VI of the Federal Aviation Act of 1958 and who are operating under Parts 121 or 135 of the Federal Aviation Regulations.

III-2. Approval Procedures. Carriers will be approved in accordance with the provisions of this Agreement.

a. The DOD Statement of Intent (Attachment 1 to the MATA) must be completed and submitted to HQ AMC/DOYAB before a carrier will be referred for consideration by the DOD Air Carrier Survey and Analysis Division. Sections 9 and 10 of the DOD Statement of Intent must be updated annually with the DOD Air Carrier Survey & Analysis Office (HQ AMC/DOB), 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.

b. Interline code sharing agreements, (additions and deletions), must be reported to the DOD Air Carrier Survey & Analysis Office (DOB).

c. The sale or merger of a carrier, or FAA termination or the surrender of an Air Carrier Certificate must be reported in writing to AMC/DOB.

III-3. DOD Capability Survey. Prior to participation in the DOD Air Transportation Program, carriers are required to undergo a Capability Survey performed by the DOD Air Carrier Survey and Analysis Office. All carriers will be subject to periodic resurvey and performance evaluations (IAW 32CFR Part 861). AMC may also conduct periodic ramp checks, and cockpit observation flights (IAW 10 U.S.C.2640) coordinated with the carrier under currently approved FAA procedures. Failure to pass an AMC ramp check, cockpit observation or capability survey may be grounds for disqualification, suspension, or nonuse. Any carrier placed in a suspension or nonuse status may be subject to a DOD Capability Survey prior to AMC's consideration for the carrier's reinstatement to an active status.

III-4. Security. The carrier shall satisfy the requirements of the FAA Standard Security Program at commercial airports where the carrier will on load, off load, or transit DOD passengers. The carrier, in performance of this agreement, shall establish a program to apprise its air crews of safeguards against, and guidance to cope with acts of unlawful seizure of aircraft. The carrier shall also establish procedures for off-loading baggage of gate "no show" passengers at commercial stations. The carrier shall establish procedures to cope with bomb threats or other actions which could jeopardize the safety of a mission.

III-5. Compliance with Regulatory/Policy Standards. Carriers must comply with AMC performance standards as set forth in this agreement as well as applicable AMC regulations and policies. After presentation of proper identification, inspectors will be allowed the freedom necessary to conduct their evaluations. Commercial aircraft used to support these air movements are subject to cockpit evaluations and ramp checks accomplished by AMC inspectors.

III-6. Operating Experience. Carriers must have at least 12 months of prior equivalent service, and have a satisfactory performance history. These requirements are described in more detail as follows:

a. Prior Equivalent Service. The carrier shall have at least 12 months of experience operating services in air transportation that are substantially equivalent to the service offered through this agreement. This must include, during the one year period immediately prior to a DOD safety evaluation, substantial certificated experience transporting personnel in a passenger configuration consistent with, or more stringent than (from a personnel care and safety perspective), the requirements of this agreement. The carrier hereby submits to the sole discretion of the Air Mobility Command in determining whether the carrier has prior equivalent service and is therefore technically acceptable, and eligible for DOD business.

b. Satisfactory Performance History. The carrier shall demonstrate a comparable performance history, which must include relevant experience of a suitable nature and quantity to reasonably establish the carrier's past and prospective capability to provide the services offered in a safe, reliable, and quality manner, and in conformance with DOD standards and requirements. This history must include, during the one year period preceding the DOD safety evaluation, substantial, essentially uninterrupted experience, utilizing comparable equipment, personnel, management and organization, and encountering similar conditions (including, for example, regional-unique, climatological, maintenance, and operational support factors) in the performance of air transportation services of the category, scope, manner, magnitude, frequency and duration consistent with the services requested under this agreement. This requirement is not intended to discourage a carrier from upgrading equipment or entering new operating locations, so long as the changes follow a prudent path that justifies DOD confidence in the direct applicability of the carrier's experience to the provision of safe, reliable, high quality services under the agreement.

III-7. ADDITIONAL STANDARDS FOR DEPARTMENT OF DEFENSE (DOD)
CONTRACT AIRCRAFT OPERATION UNDER FAR PART 135
(NONCOMMUTER) (PASSENGER)

All aircraft must be listed on air carrier's certificate and carrier must notify AMC of any addition or deletion of aircraft. Flight crews must be trained, qualified, and scheduled in accordance with Federal Aviation Regulation (FAR Part 135) rules. This applies even when the contracted operations fall under FAR Part 91, or other FAR. In addition, air carriers shall comply with the following:

a. Operations:

(1) Pilots are responsible for computing and documenting the weight and balance for all DOD flights and for assuring that the gross weight and center of gravity do not exceed the aircraft's limitations. Actual or interrogated weights must be used. Completed weight and balance forms from DOD flights will be maintained for a minimum of 30 days.

(2) Companies are required to maintain the last 30 days documentation for all DOD flights to demonstrate compliance with the flight locating requirements of FAR 135.79.

(3) Single-engine aircraft shall be limited to flight during daylight hours and under Visual Flight Rules (VFR) conditions only. Daylight hours are defined as 30 minutes before official sunrise to 30 minutes after official sunset; or in Alaska during extended twilight hours when terrain features can be readily distinguishable for a distance of at least one mile.

(4) All DOD passenger charters will be flown under Instrument Flight Rules (IFR) to the maximum extent possible.

(5) Helicopter Operations Only:

(a) Multi-engine helicopters may be used for night and instrument flight rules (IFR) operations providing the operator's certificate specifies such operations.

(b) US Navy Contracted Shipboard Landings: The pilot shall have completed training that is approved by the Navy and meet subsequent proficiency and currency requirements to ensure standardization with shipboard guidelines.

b. Aircrew Requirements:

(1) A pilot-in-command (PIC) and second-in-command (SIC) will be used:

(a) For all fixed-wing, whole-plane charters, except for flights supporting US Army Corps of Engineers operations-only missions.

(b) If the aircraft certificate requires a two-pilot crew, or has seating configuration for ten or more passengers.

(c) When the aircraft is operated under IFR.

(2) PIC and SIC (when required), must have at least 250 hours combined experience in their respective positions in the type of aircraft being operated. Type (as defined in FAR 135.293b) means any one of a group of airplanes as determined by the Federal Aviation Administration, (FAA) to have a similar means of propulsion, the same manufacturer, and no significantly different handling or flight characteristics. For helicopters, type (as defined in FAR 135.293b) means a basic make and model.

(a) The PIC's SIC time does not count towards the 250-hour requirement.

(b) The PIC must have 1,500 hours total pilot time and have logged 100 hours PIC time in the past 12 months.

(c) The PIC must have at least 10 takeoffs and 10 landings, and 50 hours in the type and model aircraft being operated.

(d) Float plane PICs must have at least 250 total hours in floatplane operations.

(3) The PIC and SIC (when required), shall be IFR qualified; i.e., both shall hold a commercial instrument rating for all DOD flights regardless of the weather or type of flight plan filed. (Not required for operations restricted to VFR only).

(a) Both pilots shall meet the currency requirements of FAR 135.247

(b) The PIC shall have a current FAR 135.297 instrument proficiency check and a current FAR Part 135.293 competency check.

(c) The SIC shall have a current FAR 135.293 competency check to include as a minimum one precision approach, one nonprecision approach, and one missed approach. The SIC must meet the instrument currency requirements of FAR 61.57(c).

(1) If the SIC is assigned to pilot only one type of aircraft for the DOD, that pilot must meet the instrument requirements of this section in that type of aircraft.

(2) If the SIC is assigned to pilot more than one type of aircraft for the DOD, that pilot must meet the instrument requirements of this section in each type of aircraft and the check shall alternate between the different types of aircraft that the pilot operates for the DOD.

c. Aircraft:

(1) Will have two or more engines (except for helicopters, float planes, and aircraft supporting U.S. Army Corps of Engineers operations-only missions).

(a) Meet the IFR performance requirements of FAR 135.181.

(b) Be turbine powered if more than nine passengers are carried.

(2) Aircraft will also meet the following standards:

(a) Will be maintained in a good state of repair and appearance. Aircraft showing deterioration or neglect such as unrepaired cracks, punctures, loose rivets, missing fasteners, deterioration of interior, paint, or windows are unacceptable for DOD use. These concerns are in addition to airworthiness requirements.

(b) Have on board, a complete set of aeronautical charts, and approach plates (for each required pilot), covering the area of operation.

(c) Have a first-aid kit and emergency equipment, accessible to the passengers and appropriate to the environment of operation.

(d) Have approved life preservers for overwater flights in accordance with FAR Part 91.205b(12), and helicopters will have emergency flotation gear (pop-out) or standard flotation gear (fixed floats).

(3) Aircraft operated single pilot for the DOD will possess the following navigation and communication equipment:

(a) Directional gyro

(b) Artificial horizon

(c) Rate of turn indicator

(d) Vertical speed indicator

(e) One type of FAA-approved navigation equipment such as an automatic direction finder (ADF) receiver system, with ADF indicator; VOR; global positioning system (GPS)/Loran, etc. A GPS shall be available for operations in remote areas where other navigational aids are not available.

(f) One ATC transponder for all Navy shipboard operations.

(g) An emergency locator transmitter (ELT).

(h) At least one Very High Frequency (VHF) receiver and transmitter.

(4) In addition to (3) above, aircraft operated with two pilots for the DOD shall be equipped for IFR operations and possess the following navigation and communication equipment.

(a) Two independent navigation systems suitable for the location served, at least one navigation system will include VOR/DME capability.

(b) Dual VHF receivers and transmitters.

(c) Capability to perform a precision approach other than a ground controlled approach (GCA).

(d) A transponder.

(5) The SIC position (when required to be filled) must include the following operable equipment:

(a) The ability to manipulate all primary and auxiliary flight controls, lift/drag devices, and landing gear.

(b) Airspeed indicator.

(c) Altimeter.

(d) Artificial horizon.

(e) Gyroscopic direction indicator or equivalent.

(f) An independent navigation system.

PART IV – AIR SAFETY

IV-1. Air Carrier Compliance. The air carrier is obligated to comply with generally accepted standards of airmanship, training, and maintenance practices and procedures. Air carrier must also satisfy DOD quality and safety requirements as described in 32 CFR Part 861 Section 861.3. In addition, contractor shall comply with all provisions of applicable statutes, tenders of service, and contract terms as such may affect flight safety, as well as with all applicable Federal Aviation Administration Regulations, Airworthiness Directives, orders, rules, and standards promulgated under the Federal Aviation Act of 1958, as amended. Compliance with published standards may not, standing alone, constitute compliance with generally accepted standards of airmanship, training or maintenance.

IV-2. Aircraft Cleanliness. The cleanliness and orderliness of an aircraft, including the visible components and surfaces thereof affect the ability to inspect an aircraft, may be valid indicators of the overall maintenance level of an aircraft, and may have a direct effect on the security and confidence of passengers. Therefore, the air carrier's failure to keep and maintain all such components and surfaces of the aircraft used in performance of this contract clean, orderly, and in a good state of repair may be deemed a failure to comply with generally accepted standards of maintenance to the extent the failure goes beyond mere cosmetic or housekeeping deficiencies and relates in some manner to confidence in the safety, maintenance or airworthiness of the aircraft.

IV-3. Suspension/Nonuse. Should the government determine that any of the following conditions exist, it may suspend or place in temporary nonuse status, the air carrier's further performance of airlift transportation services for the Department of Defense:

- a. Carrier's failure to meet any of the obligations imposed by the preceding two paragraphs.
- b. Involvement of one of the carrier's aircraft in a serious or fatal accident, incident, or operational occurrence (regardless of whether or not such aircraft is being used in the performance of this contract).
- c. Any other condition which affects the safe operation of the carrier's flights hereunder.

IV-4. References for Suspension/Nonuse. Such suspension shall be accomplished pursuant to the Department of Defense Commercial Air Carrier Quality and Safety Review Procedures (32 CFR Part 861), which are hereby incorporated by reference, or any procedures that supersede same which may be adopted by HQ AMC from time to time. The suspension procedures, including the temporary nonuse, reinstatement and appeals processes, set out therein, are binding, final, and conclusive. In no event shall suspension or temporary nonuse proceedings, regardless of outcome, give rise to any liability on the part of the government.

IV-5. Installation Compliance. In performing services under this agreement on a government installation, the carrier will comply with all applicable safety rules and standards established by the installation commander.

IV-6. Personnel Endangerment. If at any time the Commander AMC, his or her designee, or the senior military member on board an aircraft, determines a condition exists on the aircraft which may endanger the safety of members, he or she may order members of the armed forces to leave an aircraft.

PART V – PROCEDURES FOR GROUP MOVEMENTS

V-1. Customs and Practices. The carrier shall provide for passenger service that shall in no event be less than that afforded coach class passengers, commensurate with customs, practices, and rules of the particular airport and carrier. Commercial standards apply in passenger service, i.e. food service, baggage allowances, passenger rights in the case of cancelled or delayed flights, etc. Carrier will offer prepaid ticket service to the Government at no additional cost if it is also available to the general public.

V-2. Baggage/Impedimenta. Carriers may accept excess and/or oversized baggage and impedimenta where possible. All terms and conditions for transport of excess and oversized baggage and/or impedimenta must be agreed upon by the transportation agent, AMC representative if applicable, and an authorized carrier agent prior to travel.

V-3. Request for Service. AMC's Request for Service shall include the following information; origin, destination, number of passengers, branch of military service, estimated number of pieces and weight of baggage or impedimenta, the time the group is available for travel, the deadline arrival time at destination, and any other pertinent information.

V-4. Rate and Service Proposal. A Rate and Service Proposal is the carriers' response to AMC's Request for Service. AMC considers this a firm commitment that the necessary space, crew, and equipment to satisfy the movement is available. All transportation schedules will be quoted in local times on the day of movement. Charges as stated in the Carrier's Rate and Service Proposal and accepted by the government will not be subject to increase to include the result of subsequent changes in the carrier's operational requirements.

V-5. Award of Movement. AMC will make the determination of movement award. AMC will then notify the carrier's agent and request a Commercial Air Movement (CAM) number. This representative must have authority to adjust schedules, engage substitute service, and make decisions pertinent to the airlift service in the name of the carrier.

V-6. Payment. The Transportation Officer requesting the group move, or his/her representative, will accomplish payment for the group at time of ticketing (Government Transportation Request, credit card, or other means).

V-7. Unused/Lost Tickets. Carrier will honor unused/lost ticket refund requests made by the U.S. Government. No service charge, fee, or bond indemnity for processing claims will be charged to the Government.

V-8. DOD GROUP TRAVEL CANCELLATION POLICIES AND FEES - (AUG 2001):
Cancellation fees in this clause are voluntary, that is, the contractor may but is not required to assess the cancellation fees. Cancellation fees apply to DOD groups of 21 or more passengers booked by AMC or DOD transportation offices.

- (a) Except as otherwise provided in (c) below, the following cancellation fees/policies apply to DOD groups of 10 to 20 passengers:
- (b) Group Ticketing Requirements: Domestic and International Travel

- a. Group seat reservations made more than 15 calendar days prior to the departure date may be cancelled by the air carrier if not ticketed and names applied within 7 calendar days of the date of

departure. The air carrier will notify the servicing DOD reservation activity before any cancellation is made.

b. Group seat reservations made less than 15 and more than 5 calendar days of the date of departure may be cancelled by the carrier if not ticketed and names applied within 5 days of the date of departure. The air carrier will notify the servicing DOD reservation activity before any cancellation is made.

c. Groups seat reservations made less than 6 calendar days of the date of departure may be cancelled by the carrier if not ticketed and names applied within 24 hours of the booking. The air carrier will notify the servicing DOD reservation activity before any cancellation is made.

(2) (a) Group Cancellation Fees:

i. Twenty five percent of the ticket price if cancelled less than eight (8) calendar days but more than three (3) calendar days from the departure date.

ii. Fifty percent of the ticket price if cancelled three (3) calendar days or less from the departure date.

iii. There are no refunds for any group that no shows. Travelers will be allowed to travel standby within 24 hours of the original time of departure, but the carrier is not bound to keep the group together. If the group must travel together, a new ticket must be purchased.

(b) DOD group travel cancellation fees under this clause are predicated on ticket issuance. Cancellation fees apply to all scheduled service group moves, including those arranged at the local level by commercial travel offices (CTO). The cancellation fee will be determined on the base, one-way fare (excluding taxes, surcharges, and fees).

Cancellation fees are computed based on the day on which the reservation is cancelled. For purposes of calculating calendar days under this clause, the date of departure counts as day 0.

(c) Cancellations due to contingencies or national emergencies (which result in executive level changes to the requirements) are exempt from cancellation fees. At the time of cancellation, DOD will notify the carrier if either applies to the cancellation. No-show passengers that result from any aircraft delay on any preceding legs of a connecting flight itinerary are exempt from cancellation fees.

(d) Transportation offices are the points of contact for resolution of such questions/disputes for locally arranged group travel (decentralized solicitation). For group travel arranged by AMC, the administrative contracting officer is the point of contact for questions/disputes.

V-9. Weapons. Government owned individual weapons must be unloaded, containerized and carried in the baggage compartment on scheduled service.

V-10. Accident/Incident Reporting. When a carrier's aircraft is involved in an accident or incident, and there is a DOD group onboard the aircraft, the carrier will transmit the pertinent information described in Part II-4 to the Tanker Airlift Control Center (**TACC**) **Emergency Action Cell** at Scott AFB, IL at **(618)229-1705/1706** as soon as possible.

PART VI – PROCEDURES FOR CHARTER AIR TAXI

VI-1. Applicability. The provisions of this Part shall apply only to the transportation of DOD passengers on the chartered services of the carrier. Bidding with the intent of brokering, subcontracting to another carrier, or using another carrier's equipment is prohibited.

VI-2. Movement Requests. Movement requests will state the destination(s), number of passengers to be moved, number of pieces/weight of baggage authorized each passenger, dimensions and weight of military impedimenta as applicable, and time/date required at destination(s). Special categories of passengers (e.g., prisoners under armed guard, escort with remains, honor guard detail, etc.) will be clearly identified.

VI-3. Confirmation of Arrangements. Carrier will inform the office arranging travel of the aircraft registration number, make/model, passenger/baggage capacity of aircraft available for charter, and the total costs and basis for charges for the charter movement.

VI-4. Passenger Manifest. The carrier will prepare a passenger manifest based upon a list of names provided by the requester.

VI-5. Reports. Air taxi operators will provide quarterly reports to Air Carrier Survey and Analysis Division (HQ AMC/DOB) on the number and type of flights performed for DOD activities. Reports are required to be submitted four weeks after the applicable reporting quarter and will be in the format specified below:

User	Origin	Destination	Type	Nbr Pax	Revenue
(1)	(2)	(3)	(4)	(5)	(6)

Under #1 enter enough information to identify using activity, i.e., Corps Of Engineers, Dallas, a contact and phone number for the user organization.

Under #2 and #3, enter 3 letter commercial airport designator. If the trip originates or terminates at a military airfield, spell out the name of the installation or airfield, e.g., Davidson AAF, Andrews AFB, etc. If the mission is for technical support purposes and will not land to drop off or pick up passengers, enter "N/A" in the destination column. If the trip is for administrative travel requiring narrate stops, enter the last destination only.

Under #4, enter "T" for missions used to transport passengers for administrative purposes. Enter "O" for missions used for technical and operational support missions such as aerial photography, aerial reconnaissance, or aerial review and inspection of projects and work areas.

Submit quarterly reports to:

HQ AMC/DOB
ATTN: Service Quality
402 Scott Drive, Unit 3A1
Scott AFB, IL 6225-5302
(618)229-3092
FAX (618)256-5937

VI-7. Accident/Incident Reporting. When a carrier's aircraft is involved in an accident or incident while operating a mission for the DOD or if there are DOD personnel onboard the aircraft, the carrier will transmit the pertinent information described in Part II-4 to the Air Carrier Survey and Analysis Division (DOB) at Scott AFB, IL at **(618)229-4801/4343** as soon as possible.